

COVID19: Full return to school risk assessment and action planning

SCHOOL NAME: Holy Cross Catholic Primary

DATE: March 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of schools to ensure the school continues to operate as safely as possible. Plans and measures in place should be reviewed on a regular basis.

In line with DfE guidance, we will work closely with parents, staff and unions as we normally do, when agreeing the best plan for our school's circumstances. Our risk assessments and plans will be confirmed with our governing body and published.

The following principles underpin all planning and actions:

- Children's needs are paramount
- Staff physical and emotional well-being must be considered at all stages of planning and implementation
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

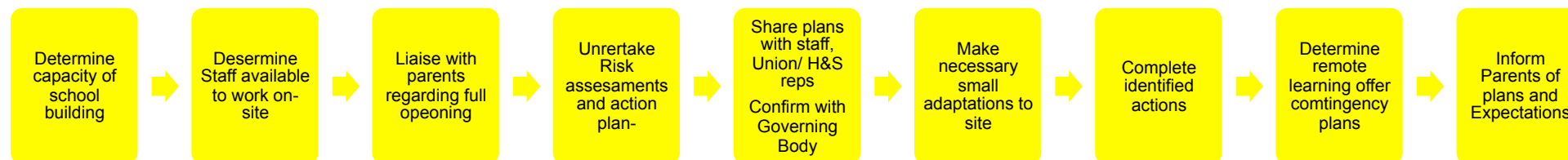
Number 6 applies in specific circumstances.

Response to any infection:

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Steps to full opening



Risk Matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
1. Engagement and communication risk assessment and planning							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders.	Lack of agreement	M	Discussions to be held when required	EHT		As required
2. Preparing Buildings and Facilities Preparing Buildings and Facilities							
2a	Premises and utilities have been health and safety checked and building is compliant.	If Premises Officer or IT technician is unwell	H	Source alternative suitably trained persons from federation school	EHT, Premises Officer, IT technician		As required
2b	Office space reviewed to allow office-based staff to work safely.	Limited space, busy area	M	Number of staff in office limited to essential workers Visitors to office to wait at the door. Window partially closed to lobby.	Office staff	March 2021	L
2c	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Crowds of children and parents likely at entrance to school. Social distancing unlikely to be maintained.	H	2-metre markers are present on floors where required. Staff to cover gates at start and end of day. Parents not to enter school site at start of day. Parents notified to maintain social distance when dropping off and picking up children	EHT, Premises Officer	Ongoing	M

2d	Consideration given to premises lettings and approach in place.	Hall repurposed as a learning space. Cannot be let and reassembled with sufficient time for cleaning in between.	M	No lettings until September 2021 at the earliest.	EHT	March 2021	L
2e	Necessary physical modifications completed <ul style="list-style-type: none"> Lidded bins in classrooms and shared spaces Water fountains disconnected or isolated Windows and doors to be opened for ventilation purposes 	Lack of stock when ordering. Bins filling to more than capacity Children cold in classrooms	H	Stock ordered in good time. Staff informed of new procedures. Parents informed of need for children to bring water bottles to school. Children to wear jumpers in class. Doors – internal and external where safely possible – to be opened to allow fresh air to filter into rooms Bins to be emptied safely more often by premises staff	Premises Manager , EHT, class teachers	Ongoing	M
2f	Consideration given to the arrangements for any deliveries.	Additional adults on the School premises. Items coming into school possibly bringing infection.	M	Deliveries all to come to main office or school kitchen. Hand sanitiser available in entrance. No delivery staff to be allowed in the main school building. All to wear face coverings. Goods left in entrance hall or school kitchen.	Premises Manager , office staff and kitchen staff	Ongoing	L

3. Emergency Evacuations

3a	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Current evacuation routes could cause multiple groups/bubbles of people to come into contact.	M	Revise evacuation procedure to separate class groups during evacuation and share with all staff and children when necessary. Fire drill.	Premises Officer, EHT	March 2021	L
4. Cleaning, waste disposal and hand washing							
4a	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	Cleaning needs to be thorough at the end of each day with an additional clean of lights switches/door handles during the day.	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points such as door handles are cleaned twice a day. Work surfaces and taps are all thoroughly cleaned and disinfected daily. People are able to clean their work surfaces as frequently as they feel necessary in addition to this. Antibacterial spray and gloves to be safely stored in each class and staff to use it as required. Handwash to be checked and replaced as needed by premises officer and cleaning staff Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	All staff	Ongoing	M
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Staff availability	M	Rearrange working hours for cleaning staff and ensure all areas used are left sanitised	Premises Officer	Ongoing	L
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	Lack of PPE equipment	M	PPE ordered	Premises Officer	Ongoing	L

		Staff uncomfortable with cleaning bodily fluids		Staff willing to undertake job to be known			
4d	Adequate cleaning supplies, tissues and facilities around the school are in place. Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.	No hand sanitiser Classrooms do not have tissues. Low supply of soap. Bins fill to over capacity	M	Hand sanitiser ordered and available Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Antibacterial spray and gloves to be safely stored in each class and staff to use it Bins to be emptied regularly	Premises Officer	Ongoing	L
4e	Arrangements for longer-term continual supplies are also in place.	Suppliers are out of stock	M	Stock check and ordering schedule reviewed and order made	Premises Officer, SBM	Ongoing	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Absent cleaners	M	Additional hours given to cleaning staff if required to cover absence	EHT, Premises Officer	Daily	L
4g	Waste disposal process in place for potentially contaminated waste including face masks.	Potentially contaminated waste mixed with usual waste.	H	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. before normal opening hours).	Premises Officer	Ongoing	M
4h	Clear hand washing procedures outlined for children and adults. Hot water and liquid soap readily available. Routine hand washing and sanitiser use	Hot water not available to the children	M	Routine times for washing hands and children allocated to specific sinks	All staff	Ongoing	M

	<ul style="list-style-type: none"> on arrival and leaving school before entering and leaving class during the day before and after eating before and after playtimes <p>Increased hand washing throughout the day in line with government guidance.</p>	Children's hands becoming dry and blistering		<p>Children reminded how to wash their hands effectively</p> <p>Children allowed to bring their own named hand cream from home for individual use</p> <p>SEND pupils supported to wash hands as required</p>			
5. Classrooms and outdoor space							
5a	Desks in classrooms to be side by side, front facing where age appropriate.	Some classes with tables made for four children	M	<p>Staff to be informed of requirements</p> <p>Tables for 4 children to be used only in younger classes where social distancing not possible anyway</p>	Premises Manager, EHT	September 2020	L
5b	<p>Classrooms have been rearranged to allow as much space between individuals as practical.</p> <p>Each pupil in Yrs1-6 has their own identified desk.</p> <p>Arrangements for small group work facilitate social distancing for adults and children</p>	<p>Children moving about in classroom and altering their distance from one another.</p> <p>Small classrooms with full class numbers</p>	M	<p>Arrangement of classrooms organised by class teachers and senior leaders</p> <p>Signage makes expectations clear</p> <p>Explanation and constant reminder makes expectation clear</p> <p>Larger areas such as the hall used for small groups – outside used when weather permits</p>	<p>Class teachers</p> <p>EHT</p>	March 2021	L
5c	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment or stationery should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently.</p>	Limited resources	M	<p>Class teachers to discuss with each other when items are required for their class.</p> <p>Informative posters displayed.</p>	Teaching /support staff.	Sept 2020	L

	Information posters are displayed around the school. Limit immediate sharing handling of equipment between adults and children (books etc)- items to be wiped down if possible.	No COVID19 information posters currently in place. Limited reminders/ awareness for children.	M M	Parents informed of new guidelines.	Class teachers EHT		M L
5d	Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks.	Potential spread of virus with multiple children playing together	H	Playtimes are staggered and both playgrounds used	Teaching and support staff on duty.	March 2021	M
5e	Ventilation measures identified in each room. (Fire doors should not be propped open- longer term, automatic close fire doors could be considered)	In cooler weather windows are closed.	H	Staff told to have a window open in every room they are in whatever the weather. Internal classroom doors and external where possible to be left open when possible.	All staff	Ongoing	M
6. Staffing							
6a	Plans ensure staff move classes only as necessary and adopt prevention measures for doing so. PPA cover is arranged to protect bubbles as closely as possible.	Staff illness prevents attendance	H	Social distance to be maintained between staff and if staff show any symptoms they self isolate minimising risk of spread	All staff	March 2021	M
6b	Up to date individual staff risk assessments are informing risk mitigating arrangements for individuals identified as clinically vulnerable. Assigned activities consider levels of social distancing and contact with as low a	Staff may have needs leading them to isolate	M	Arrangements would be made for cover	EHT	March 2021	L

	number of others as possible.						
6d	Approach to staff absence reporting and recording in place. All staff aware.	Insufficient cover for number of children attending school. Inaccurate records kept.	M	Staff to be reminded of the need to report absence in plentiful time as per usual. EHT to make arrangements if absence rate becomes high.	EHT	March 2021	L
6e	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Lack of cover for the children in school	H	Review of staff available, staff in school to cover positions and undertake more hours if required and happy to do so.	EHT	Ongoing	L
6f	Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs Coronavirus (COVID-19): safer travel guidance for passengers shared with all staff Consideration of arrival times to encourage walking and cycling to work	Staff using public transport at peak times.	M	Staff using public transport to get to work to discuss earlier or later arrival time at work if necessary.	EHT	March 2021	L
6g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (eg not dry clean).	Staff wearing clothes requiring dry cleaning and therefore not washing as regularly as machine washable fabrics.	H	Staff told of more relaxed dress code in school for the purpose of washing fabrics regularly.	EHT	March 2021	M

6h	Approaches for meetings and staff training in place. All meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.	Over crowded room, social distancing not possible.	H	Meetings for teaching and support staff held separately. Held in a classroom or hall with social distancing measures in place or via Zoom. Meetings kept to when necessary.	EHT	March 2021	M
6i	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	Staff required to maintain learning from training for use of TEAMS.	M	Time given to staff for training as required	Computing lead	March 2021	L
6j	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	Staff undertaking unfamiliar roles not being as skilled as those with experience or training	M	Staff placed in roles they are capable of working effectively in. Training arranged where time and expertise.	EHT	March 2021	L
6k	Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff with existing mental health conditions deteriorating or some potentially developing poorer mental health due to ongoing circumstances. This could affect long term attendance if not helped when possible.	H	Staff are aware of available support and advice for schools and pupils. Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support https://lewisham.gov.uk/information-for-staff/staff-support-hub/) SLT to pay attention to staff wellbeing as priority	SLT	Ongoing	M
6l	Arrangements for accessing testing, if and	Staff unaware of	M	Staff to be informed of the	EHT	March	L

	when necessary, are in place. Staff are clear on returning to work guidance.	when/where to get a test.		process for accessing a Covid 19 PCR test.		2021	
6m	Return to school procedures are clear for all staff.	Staff anxiety or misinformation.	M	Email and staff meetings focussing on processes and procedures	EHT	March 2021	L
6n	Arrangements in place for any visitors/contractors on site, protocols and expectations shared.	Increasing the possible spread of virus.	H	Check with any contractor the requirements their employer has specified before visit. Share school protocols.	Premises Officer	Ongoing	M
6p	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Staff breaking bubble groups of children. Increased risk of spread of virus	H	Only offer limited activities which maintain distancing, all equipment stringently cleaned. Music and Spanish teachers in. No after school or lunch time clubs. Decision to be reviewed at Easter.	Enrichment coordinator	March 2021	M
6q	Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles.	Increased risk of spreading the virus	H	As above	Enrichment coordinator	March 2021	M
7. Group Sizes							
7a	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	Space and staff	M	Bubble set at the size of two classes for the purpose of lunch and break times, a year group when inside.	EHT	Ongoing	L
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible	Part time staff causing a change in personnel within the bubble.	H	Staff always with same group wherever possible. Those in multiple classes to social distance as much as possible.	EHT	Ongoing	M

		Staff working across the school.					
8. Social Distancing							
8a	<p>Arrangements for social distancing in place to defined:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices Parents/carers drop off at school gate- no entry at start of day Staggered or limited amounts of moving around the school/ corridors, one way systems where possible Classroom design Break and lunch times are staggered Markings in place for routes around school to minimise closer contact 	Procedures not clearly defined and understood.	H	<p>Markings Signage Letter to parents Staff at school entrance and exit to give instructions</p> <p>Rotas in place for staggered break and lunch times. Toilets allocated to each group where possible.</p> <p>Cleaning to occur at regular intervals to ensure toilets are cleaned. Also wipe down door handles and light switches. Cleaners before school opens each day and premises staff throughout the day. Staff in own classrooms have products to also wipe down surfaces additionally to this</p>	All staff	Ongoing	M
8b	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Children not knowing what to do	H	On arrival, students move straight to classroom and sit at named table and wait for rest of class to arrive/class to begin. Children to be instructed and staff to make sure these instructions being adhered to	All staff	March 2021	M
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age	Children not adhering to policy	H	<p>Handwashing and cleaning</p> <p>Conversations with parents</p>	EHT	March 2021	M

	appropriate)			Risk assessments and individualised approach in place for students who might struggle to follow expectations			
8d	Approach to assemblies	Social distancing not able to be observed.	H	Two class assemblies only and children within their class bubble, distanced from the other class.	EHT	March 2021	L
8e	Social distancing plans communicated with parents, including approach to breaches.	Parents not preparing children before entering school.	H	Letter to parents of children returning to school. Phone calls from staff when required	Teaching staff	Prior to full return	L
8g	Social distancing arrangements for use of staff areas in place and shared spaces.	Over crowding in staff room	H	Maximum of ten people in the staffroom at any one time Reminding staff Windows always open in staff room Staggered breaks and lunch time Staff to be able to eat in other areas of school including outdoors – change in rules Staff meetings to be held in classrooms due to being larger than staffroom	EHT All staff	March 2021	M
8h	Social distancing arrangements and the use of face coverings agreed and communicated	Parents not complying with school request to wear face covering	M	Letter home to parents Staff on gate each day reminding parents Discussion with reluctant parents	All staff	March 2021	L
9. Transport							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Coronavirus (COVID-19): safer travel	Public transport being busy	M	Encourage use of bikes, scooters or walking where possible.	EHT	Ongoing	M

	guidance for passengers to be shared with parents and CYP as age appropriate						
10. Catering							
10a	Arrangements in place to provide food to children on site, including the requirement of universal free school meals.	Staff sickness	M	Chartwells to liaise with catering team re availability to work. Kitchen to continue to provide hot or cold meals for children.	Chartwells	Ongoing	L
10b	Arrangements for when and where each group will take lunch including hand washing are in place so that children do not mix with children from other groups.	Time limit	H	Lunch timetable devised and given to staff Staff on rota to work in dining hall if necessary	Senior Meals Supervisor	Ongoing	M
11. PPE							
11a	PPE use understood and agreed with staff and appropriate supplies in place at necessary points in the school. Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering first aid	Not enough supply of PPE	M	Enough PPE equipment for staff who wish to wear it Staff involved in the personal care of an individual to receive specific training and for staff providing personal care to pupils with SEND	EHT Inclusion Manager	March 2021	L
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing	Not enough PPE	M	Advice taken from specialist provisions, discussion with child's parent, staff familiar to child to be involved only.	Inclusion Manager	March 2021	L
11c	PPE needs assessed for staff supervising entrances and exits – Masks to be worn	Lack of stock.	M	Stock ordered. Parents to be asked to wear masks when on school site.	Premises Officer, EHT	March 2021	L
12. Response to suspected/ confirmed case of COVID19 in school							
12a	Frequently share information with children, parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus and for	Parents not engaging with school communication	H	Notices at all entrants Continuous reminders	All staff	Ongoing	H

	parents to inform the school is anyone in the house is displaying symptoms			Phone calls, emails and letters sent home			
12b	<p>Approach to adults/children displaying COVID19 symptoms cases during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19 • Consideration of any pupils with heightened COVID19 vulnerability • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place • Emergency PPE available where 2m distance cannot be maintained 	Symptoms not evident	H	<p>Child will be isolated in the medical room Adult supervising will wear PPE equipment Parents will be contacted and requested to collect child immediately, advised to get tested and inform government tracking system</p> <p>PHE to be informed and guidance taken</p> <p>Parents of other children informed</p>	EHT	Sept 2020	M
12c	<p>Approach to confirmed COVID19 cases outside of school hours</p> <ul style="list-style-type: none"> • Up to date Lewisham Standard Operating Procedure (SOP) • Lewisham on call details shared with appropriate school leaders • Staff with heightened vulnerability considered and advised of necessary action • Cleaning procedure in place • Arrangements for informing parent community in place 	Parents not informing immediately	H	Parents are requested to inform the school immediately if they get confirmation of COVID 19	EHT	Ongoing	H
12d	Process in place to engage with the Test and Trace and contract tracing process. Refer to Lewisham PH and public health	Test and Trace not working effectively	H	Report to all necessary departments	EHT	Ongoing	H

	guidance for more information.						
13. Pupil Re-orientation - back into school after a period of closure/ being at home							
13a	Approach and expectations around school uniform determined and communicated with parents.	Parents not reading communication	L	Letter sent to all parents and carers of returning children	EHT	Easter 2021	L
13b	Changes to the school day/timetables shared with parents.	Parents not reading communication	M	Letter to be sent to all parents and carers of returning children	EHT	Easter 2021	L
13c	All students instructed to bring a water bottle each day and/or or arrangements for safe availability of drinking water confirmed and communicated to children and parents	Not all children having a refillable water bottle	M	Communication with parents. Spare disposable cups to provide water where necessary	All staff	Easter 2021	L
13d	Approach to supporting children to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	Children not feeling comfortable to disclose	H	Provide time during the day for circle time to discuss thoughts and feelings Talk to children identified as vulnerable individually Information and resources provided to staff on recovery curriculum from various agencies	Teaching staff	Easter 2021	M
13e	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Lack of awareness of individuals situations	H	DSL to be notified of any concerns PHSE programs to be planned to address	DSL Class Teachers Inclusion Manager	Easter 2021	M
13f	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility 	Not all vulnerable families disclosing	M	Relationships with parents to extend to cover wider impact of COVID 19	Teaching Staff, EHT, Inclusion Manager	Easter 2021	M

	<ul style="list-style-type: none"> • Referrals to social care and other support • PPG/ vulnerable groups 						
14. Remote education contingency plan							
14a	Contingency plans for remote learning offer is in place. Pupils with technology/access issues identified. Offer takes this in to account.	Lack of internet at home Bubble needs to self-isolate because of a positive case of COVID19.	L	Children to be provided with laptops if needed	EHT	Summer 2021	L
15. Safeguarding							
16a	Consideration given to any child who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	Child previously deemed to be safer at home during lockdown and family are anxious about returning to school.	M	Review the child's risk assessment to identify any support or arrangements needed for their return to school	EHT and Inclusion Manager	March 2021	L
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Time and training	M	Staff refresher training session on processes and procedures and the revised wellbeing material.	All staff	March 2021	L
16d	Work with other agencies has been undertaken to support vulnerable children and families to return to school.	Outreach workers working remotely	M	Continued communication with Outreach, Social Care, Counsellors and Drumbeat to determine provision	Inclusion Manager	Sept 2020	L
16e	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and for	Children displaying a range of behaviours	M	Review individual consistent management plans to ensure they include protective measures.	EHT Inclusion Manager	Easter 2021	L

	pupils requiring physical care.						
16. Curriculum / learning environment							
17a	Current learning plans, revised expectations and required adjustments have been considered.	Timings and lack of guidance from DfE	H	Seek advice and guidance from LA, DfE Continue to work with our children doing what we know to be best for them	EHT	Easter 2021	M
17b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> • PE • Practical science lessons 	Lack of space or resources	M	Staff to assess the learning that is relevant for pupils at this time. This may not be in line with curriculum plans.	Class Teachers Subject Leaders Curriculum Leader	March 2021	L
17c	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes • utilising the DfE 'catch-up' funding and programmes 	Rush to cover curriculum content misses opportunities to explore PSHE topics	L	Class teachers focus on relevant PSHE areas of learning when children return to school.	Class Teachers EHT	March 2021	L
17d	Pupil behaviour policy reviewed and amended where necessary in line with the current circumstances.		M	Behaviour policy reviewed to reflect current circumstances	EHT, Inclusion Manager	March 2021	L
17. Children with SEND							
18a	Approach to provision of the elements of the EHCP including health/therapies.	Visiting specialists not coming into school	M	Provision reviewed and amended as and where necessary School allowing visiting specialists in and taking full contact details for them	Inclusion Manager , EHT	March 2021	L
18b	Annual review plan in place	Inability to meet	L	Annual Reviews to be completed	Inclusion	Summer	L

		in person		remotely if possible	Manager	2021	
18c	Requests for assessment plan in place		M	Follow guidance	Inclusion Manager	Summer 2021	L
18d	Consider any child who may need support with their return to school and consult with the family and other agencies involved. Including any support required for child to understand new rules i.e. social distancing.	Family anxieties	M	First risk assessments completed in March 2020 and updated in May/June 2020. New risk assessments written for those requiring them	Inclusion Manager	March 2021	L
18. Attendance							
19a	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Public confidence	M	Discussions with parents	EHT, Inclusion Manager, Teaching staff	March 2021	L
19b	Approach to support for parents where rates of PA were high before lockdown.	Commitment of parents	M	Discussion with parents	EHT	March 2021	L
19. Communication							
20a	Risk assessments/planning shared with staff. Information regarding asymptomatic testing arrangements. Information around the full opening plan, amendments to usual working patterns/practices and groups shared.	Staff not accessing emails	L	Staff informed via Email Staff Briefings Day Book	EHT	March 2021	L
20b	Governors consulted on full opening plans.	Governors not accessing emails	L	Email sent to Governors , phones calls where necessary	EHT	March 2021	L
20c	Union representatives consulted on full opening plans.	Union not available	M	Lewisham worked with unions on the creation of this document	LA	March 2021	L
20d	Risk Assessment published on website, where more than 50 staff.	Website crashes	L	Regular care of website	IT staff	March 2021	L
20e	Communications with parents on the: <ul style="list-style-type: none"> Plan for full opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to 	Parents not accessing emails	M	Use of emails, text, letters and phone calls	All staff	March 2021	L

	<ul style="list-style-type: none"> parents of home learning Attendance Use of face coverings Uniform Transport Behaviour Test and trace Staggered start and end times <p>Expectations when in school and at home (if self-isolating is necessary)</p>						
20f	<p>Pupil communications around:</p> <ul style="list-style-type: none"> Changes to timetable Social distancing, hand washing and other preventative measures. arrangements Staggered start times Expectations of behaviour when in school and at home (if self-isolating is necessary) Travelling to and from school safely 	<p>Children finding the changes difficult to manage.</p> <p>Different rules for home and school causes confusion for the child</p>	M	<p>Clear and united messages regarding expectations from all staff in school</p> <p>Discussions with children finding the situation difficult</p>	All staff	March 2021	L
20. Governors/ Governance							
21a	Meetings and decisions that need to be taken prioritised.	Full Governing Body still not met in person	L	Virtual governing body meetings	EHT, Clerk	Ongoing	L
21b	<p>Governors are clear on their role in the planning and re-opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	New roles for governors being on a new governing body	L	Regular email updates regarding school	EHT, clerk	Ongoing	L
21. School events, including trips							
22a	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school	Financial concerns	M	Calendar checked and trips cancelled or rearranged where possible	EHT, SBM	Sept 2020	L

	trips.						
22. Finance							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Budget	L	Reviewing of budget	SBM	Ongoing	L
23b	Insurance claims, including visits/trips booked previously followed up.	Reduced budget	H	Check policy details for clarity.	SBM	Ongoing	M
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	Loss of finance or service	H	Discussion with J & C	EHT and SBM	Ongoing	M
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	Initial time outlay not possible with all other tasks to complete	M	Federation collaboration. One Form Network collaboration.	SBM	Ongoing	M
24. Before and after school clubs							
24a	Plans in place to resume before and after school clubs when considered safe to do so whilst preserving the school day bubbles.	New staff not familiar with club procedures	H	No after school clubs – to be reviewed at Easter	EHT and Enrichment coordinator	Easter 2021	L